

INTEGRATED BUDGET INFORMATION SYSTEM (IBIS)

USER GUIDE

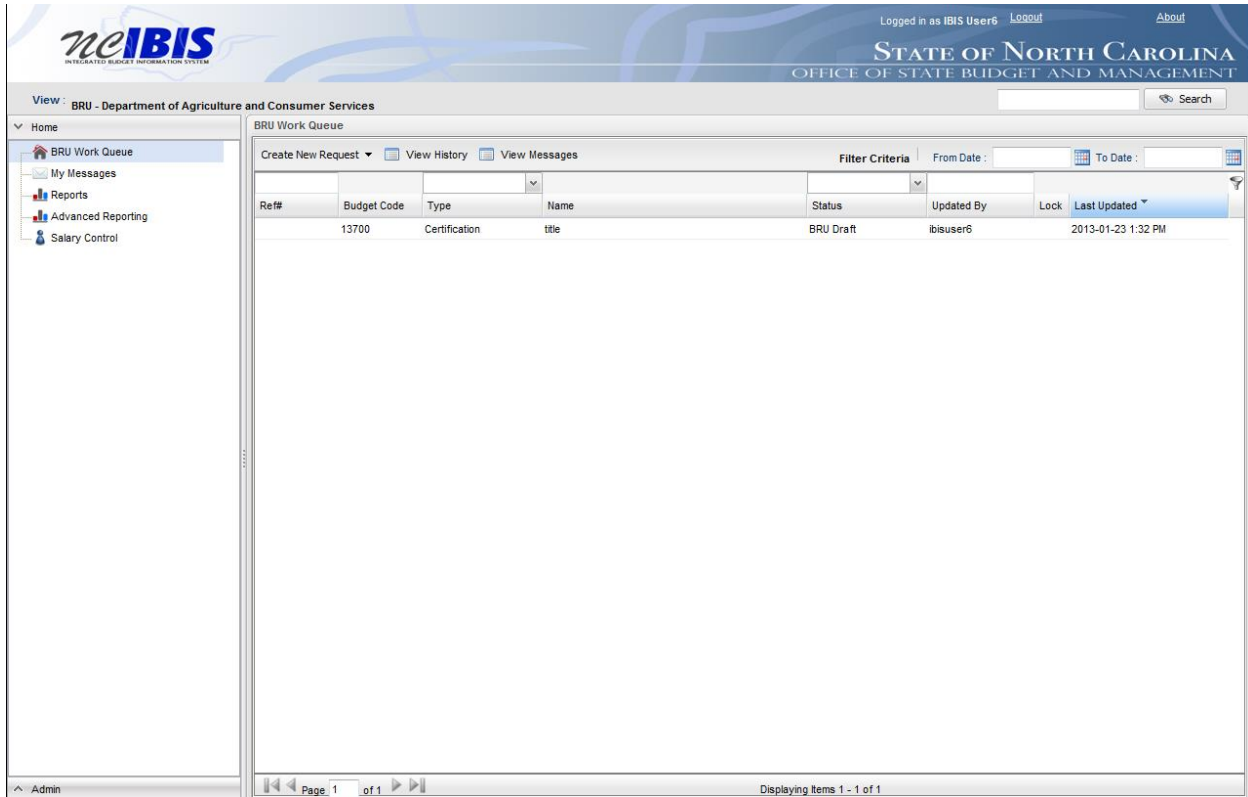
CERTIFICATION – CAPITAL

PREFACE

This training guide describes how to use IBIS to complete a Capital certification form. For policy guidance regarding certification, please consult the [State Budget Manual](#).

CERTIFICATION – CAPITAL

Once you have successfully logged in, you should see the Work Queue page as shown below. This could be a BRU, Agency Work or OSBM Work Queue page depending on log-in credentials.

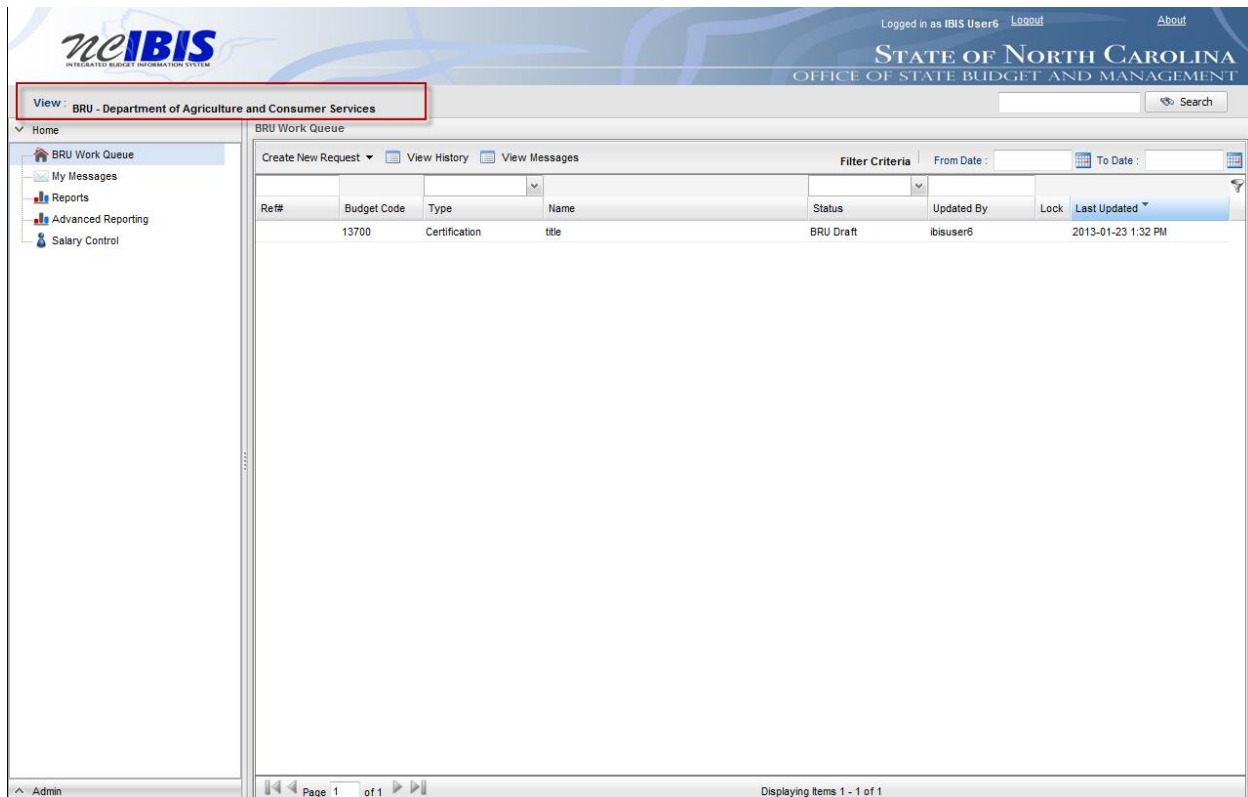


The screenshot shows the neIBIS web application interface. The top header includes the neIBIS logo, the text "STATE OF NORTH CAROLINA OFFICE OF STATE BUDGET AND MANAGEMENT", and user information: "Logged in as IBIS User6", "Logout", and "About". Below the header, the page title is "View: BRU - Department of Agriculture and Consumer Services". A left sidebar contains a navigation menu with "Home", "BRU Work Queue" (selected), "My Messages", "Reports", "Advanced Reporting", and "Salary Control". The main content area is titled "BRU Work Queue" and features a "Create New Request" dropdown, "View History", and "View Messages" links. A "Filter Criteria" section includes "From Date" and "To Date" fields. Below this is a table with the following data:

Re#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
	13700	Certification	title	BRU Draft	ibisuser6		2013-01-23 1:32 PM

At the bottom of the page, there is a pagination bar showing "Page 1 of 1" and "Displaying Items 1 - 1 of 1".

Find the View indicator in the upper left-hand corner of the page. The field should contain only your BRU, Agency or OSBM. If you have access to multiple departments and/or agencies, those you have access to will appear in a drop-down list in this field for you to select from. In the example below, the user is logged in as the Department of Agriculture and Consumer Services.



View: BRU - Department of Agriculture and Consumer Services

BRU Work Queue

Create New Request View History View Messages

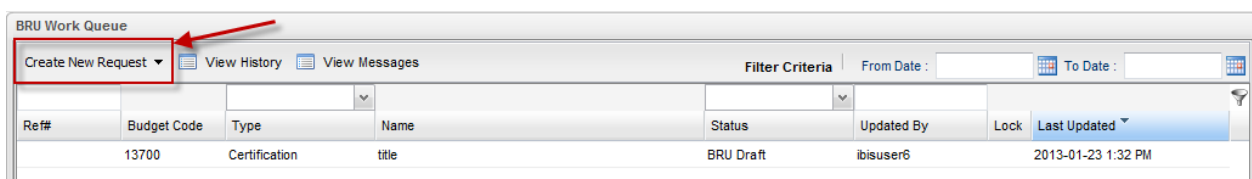
Filter Criteria From Date: To Date:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700		Certification	title	BRU Draft	ibisuser6		2013-01-23 1:32 PM

Page 1 of 1

Displaying Items 1 - 1 of 1

To create a new certification form, click on the Create New Request dropdown list in the middle of the screen.



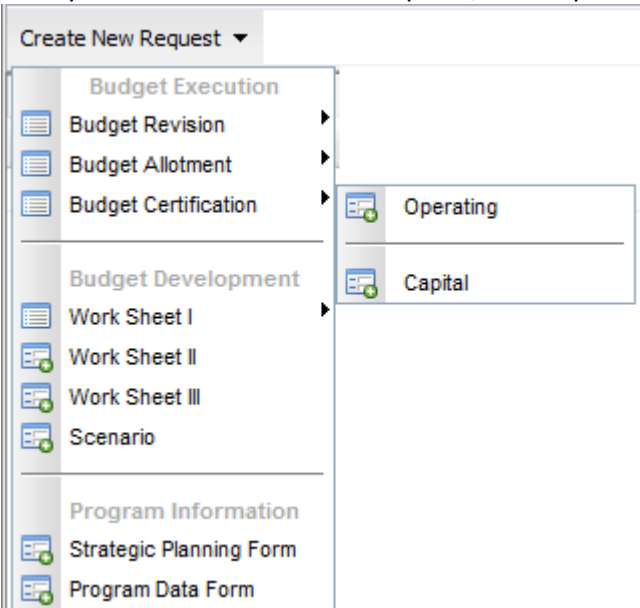
BRU Work Queue

Create New Request View History View Messages

Filter Criteria From Date: To Date:

Ref#	Budget Code	Type	Name	Status	Updated By	Lock	Last Updated
13700		Certification	title	BRU Draft	ibisuser6		2013-01-23 1:32 PM

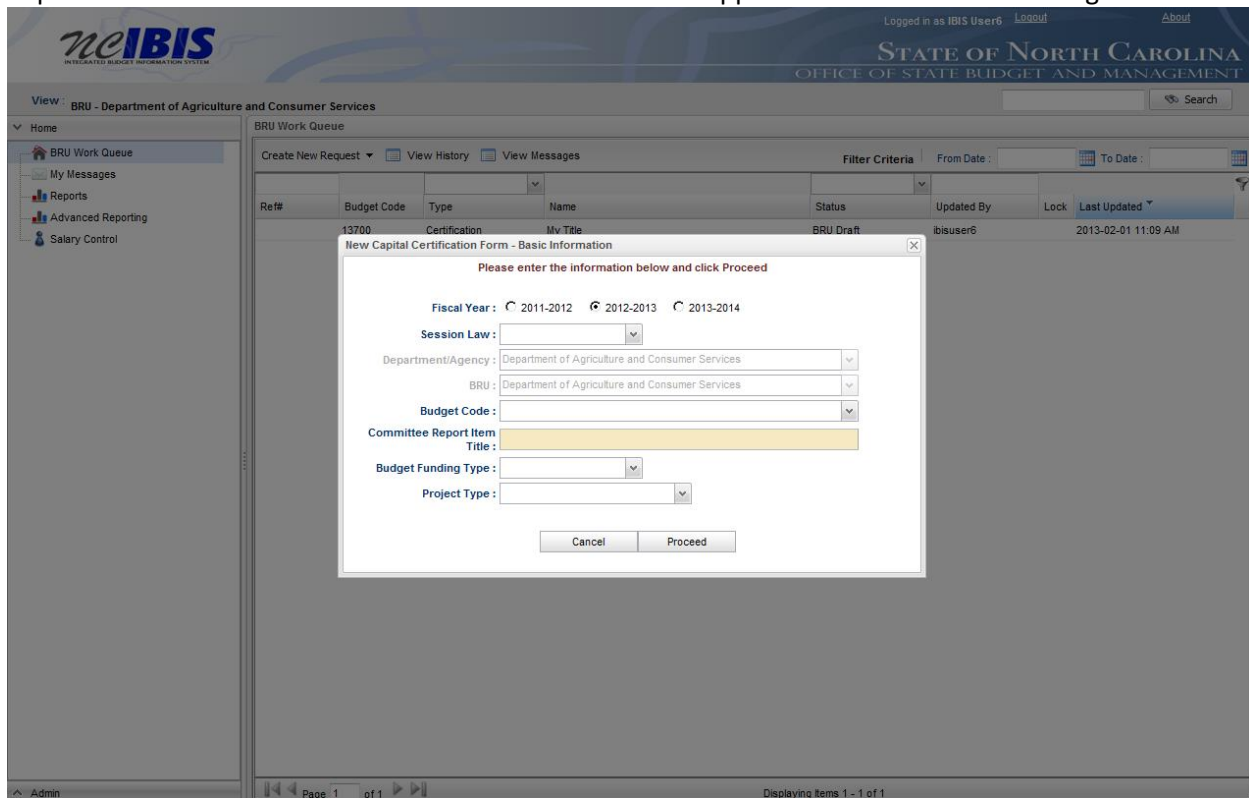
When you click on 'Create New Request', the drop-down will display the following:



The screenshot shows a dropdown menu for 'Create New Request'. The menu is organized into several sections:

- Budget Execution**
 - Budget Revision
 - Budget Allotment
 - Budget Certification
 - Operating
 - Capital
- Budget Development**
 - Work Sheet I
 - Work Sheet II
 - Work Sheet III
 - Scenario
- Program Information**
 - Strategic Planning Form
 - Program Data Form

Click on the Budget Certification – Capital option on the menu. After clicking the operating option, a New Capital Certification Form – Basic Information window will appear as shown in the following screenshot.

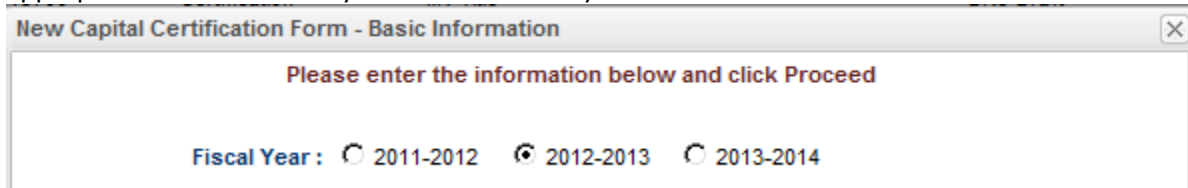


The screenshot shows the 'New Capital Certification Form - Basic Information' window. The window contains the following fields and options:

- Fiscal Year:** Radio buttons for 2011-2012, 2012-2013 (selected), and 2013-2014.
- Session Law:** A dropdown menu.
- Department/Agency:** A dropdown menu showing 'Department of Agriculture and Consumer Services'.
- BRU:** A dropdown menu showing 'Department of Agriculture and Consumer Services'.
- Budget Code:** A dropdown menu.
- Committee Report Item Title:** A text input field.
- Budget Funding Type:** A dropdown menu.
- Project Type:** A dropdown menu.
- Buttons:** 'Cancel' and 'Proceed' buttons at the bottom.

The background shows the main application interface with a table of budget items. The table has columns: Ref#, Budget Code, Type, Name, Status, Updated By, Lock, and Last Updated. The first row shows Ref# 13700, Budget Code Certification, Type My Title, Name BRU Draft, Status ibisuser6, and Last Updated 2013-02-01 11:09 AM.

The first field allows you to select the Fiscal Year that you are certifying. Click on the radio button next to the appropriate Fiscal Year. Only one Fiscal Year may be selected at a time.

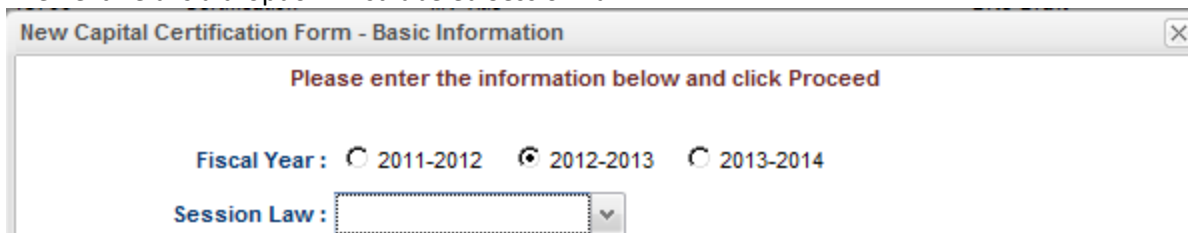


New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

The next field is a dropdown list labeled Session Law.



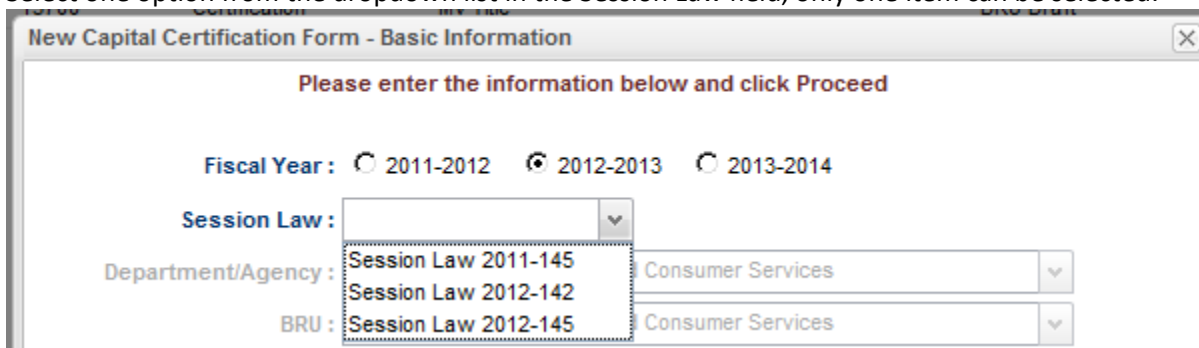
New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law :

Select one option from the dropdown list in the Session Law field, only one item can be selected.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law :

Department/Agency :

BRU :

Note the next two fields labeled Department/Agency and BRU. In most cases, access will be restricted to a single department/agency so it will default to your Department/Agency and BRU. If a user has access to multiple departments/agencies and BRUs, a dropdown option will appear for selection.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law :

Department/Agency :

BRU :

Click on the dropdown arrow for the Budget Code field. This will display a list of valid Budget Codes for the selected Department/Agency and BRU.

New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code :

Committee Report Item	40017	DACS-CI 2000
Title :	40368	Depart of Agriculture & Consumer Services - 2003 COPs R&R
Budget Funding Type :	40417	DACS CI 2004
Project Type :	40517	AGRICULTURE AND CONSUMER SERVICES CI 2005
	40617	AGRICULTURE AND CONSUMER SERVICES CI 2006
	40717	AGRICULTURE AND CONSUMER SERVICES CI 2007
	40817	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
	40873	Agriculture Special Indebtedness
	40917	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
	40968	AGRICULTURE - R&R BONDS
	41017	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
	41068	AGRICULTURE - R&R SI
	41117	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES
	41217	Department of Agriculture and consumer services
	44917	AGRICULTURE - ARRA ENERGY EFFICIENCY

Select a Budget Code from the list. Once selected, the budget code will populate the field and the list will disappear as shown below.

New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

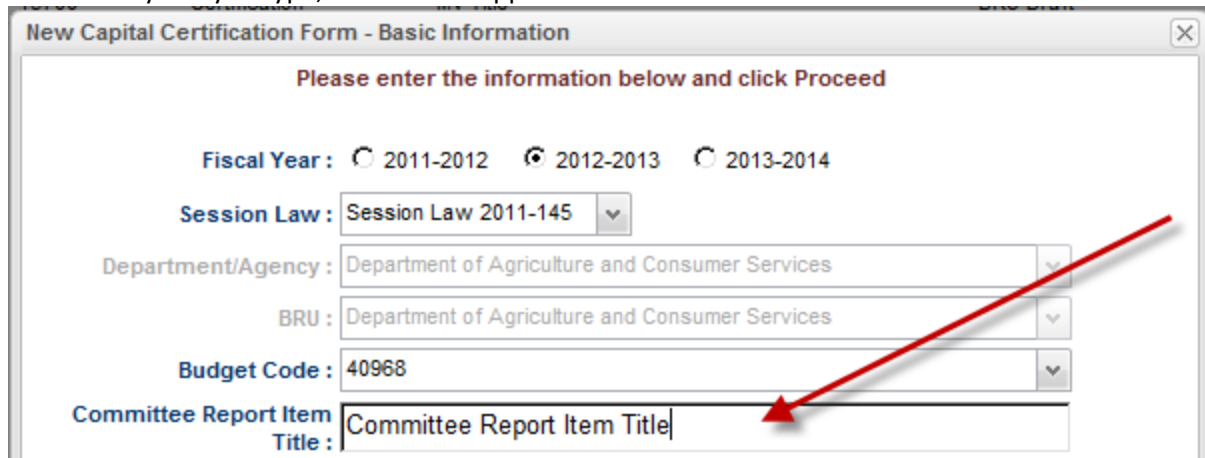
Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40968

Click in the Committee Report Item Title field. A flashing cursor will appear in the field. Type a title for the certification entry. As you type, the title will appear in the field as shown below.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145 ▼

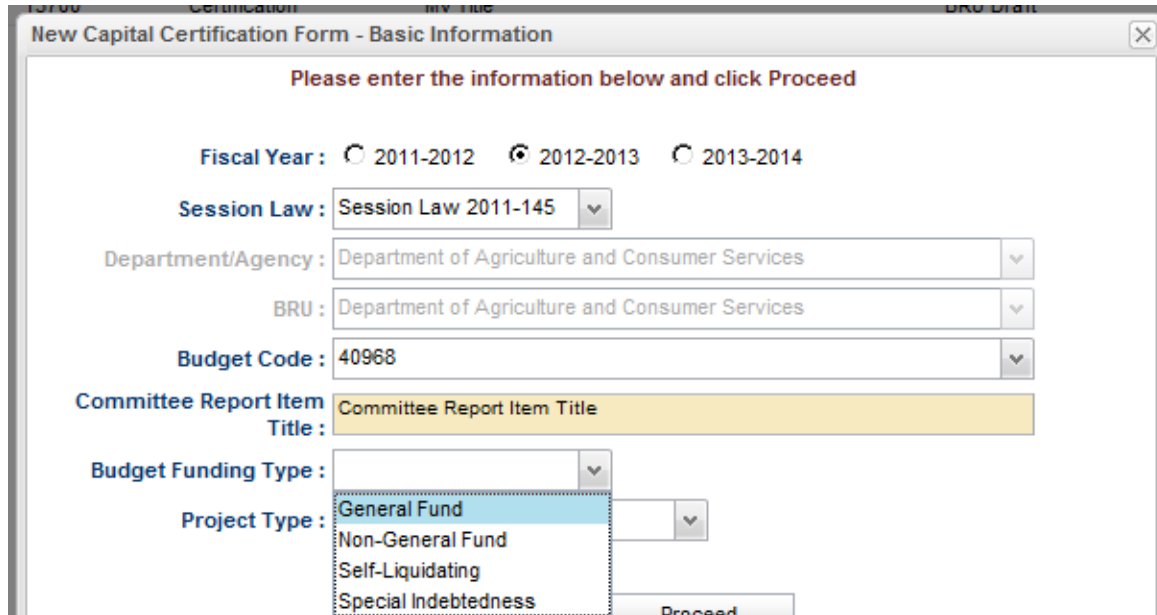
Department/Agency : Department of Agriculture and Consumer Services ▼

BRU : Department of Agriculture and Consumer Services ▼

Budget Code : 40968 ▼

Committee Report Item Title : Committee Report Item Title

The Budget Funding Type field is a dropdown field. You must select one item from the dropdown list. Once selected, you will see that the field is populated with the Budget Funding Type selected and the Budget Adjustment Type list disappears.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40968

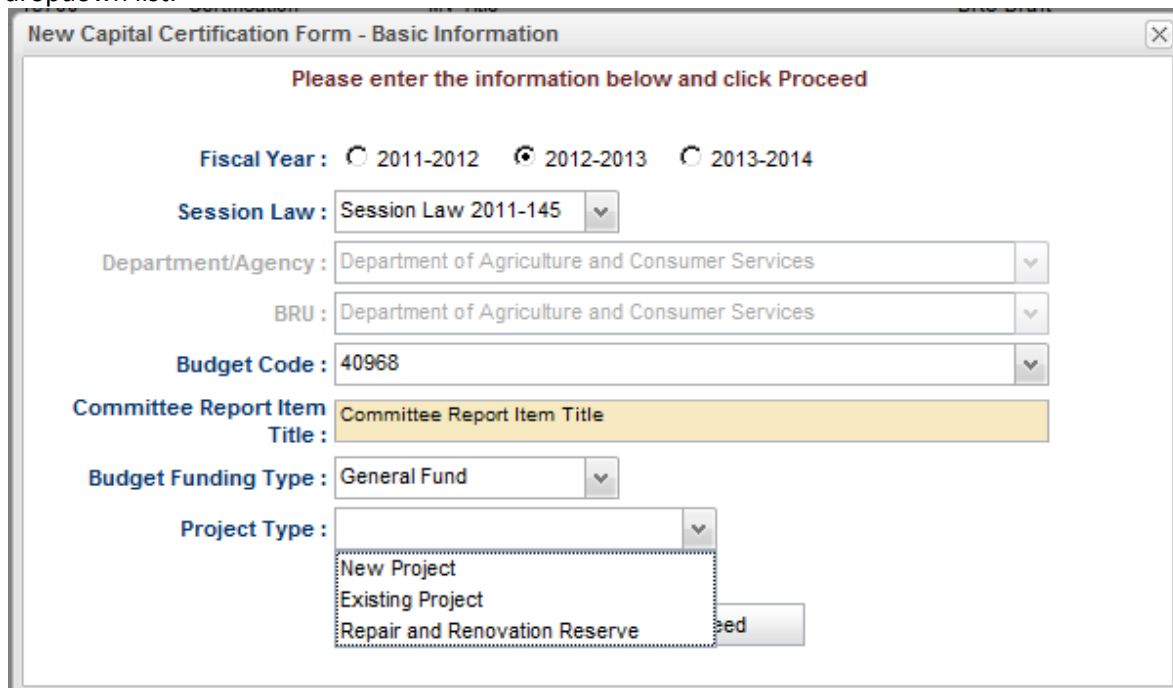
Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : Non-General Fund

Proceed

The final item on this window is Project Type. This field is a dropdown field. You must select one item from the dropdown list.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40968

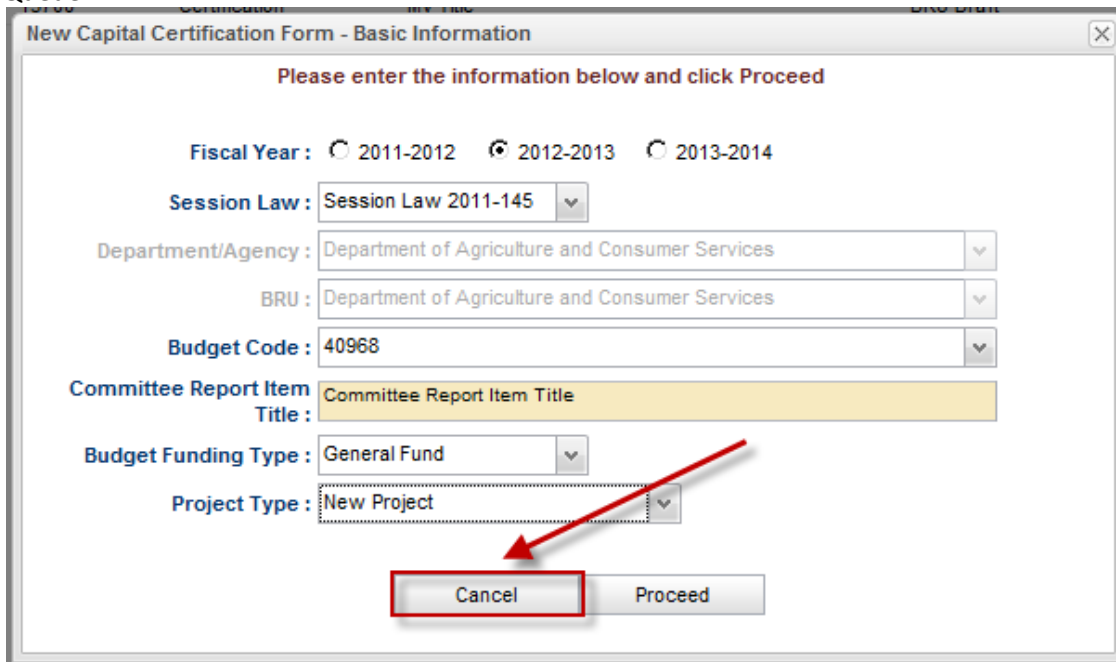
Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : New Project

Proceed

If you click on the Cancel button (below), the window closes, nothing is saved, and you return to the BRU Work Queue.



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40968

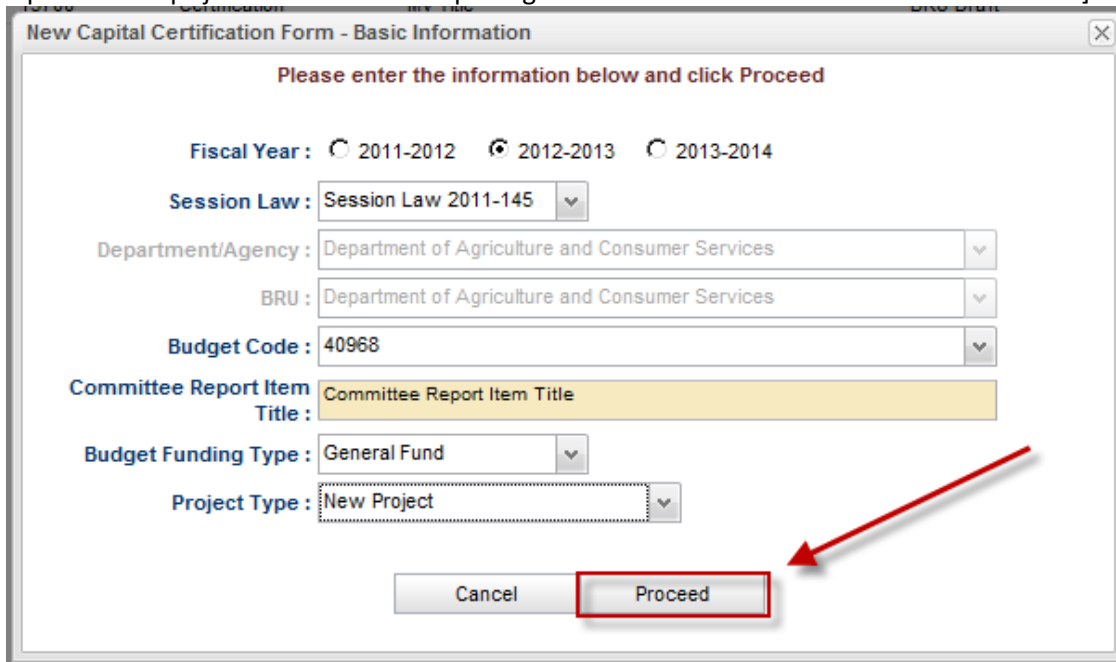
Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : New Project

Cancel Proceed

If you are satisfied with your entries and want to continue on, click on the Proceed button. [If you did cancel, repeat the steps just describe for completing the basic information for a certification form.]



New Capital Certification Form - Basic Information

Please enter the information below and click Proceed

Fiscal Year : ☐ 2011-2012 ☒ 2012-2013 ☐ 2013-2014

Session Law : Session Law 2011-145

Department/Agency : Department of Agriculture and Consumer Services

BRU : Department of Agriculture and Consumer Services

Budget Code : 40968

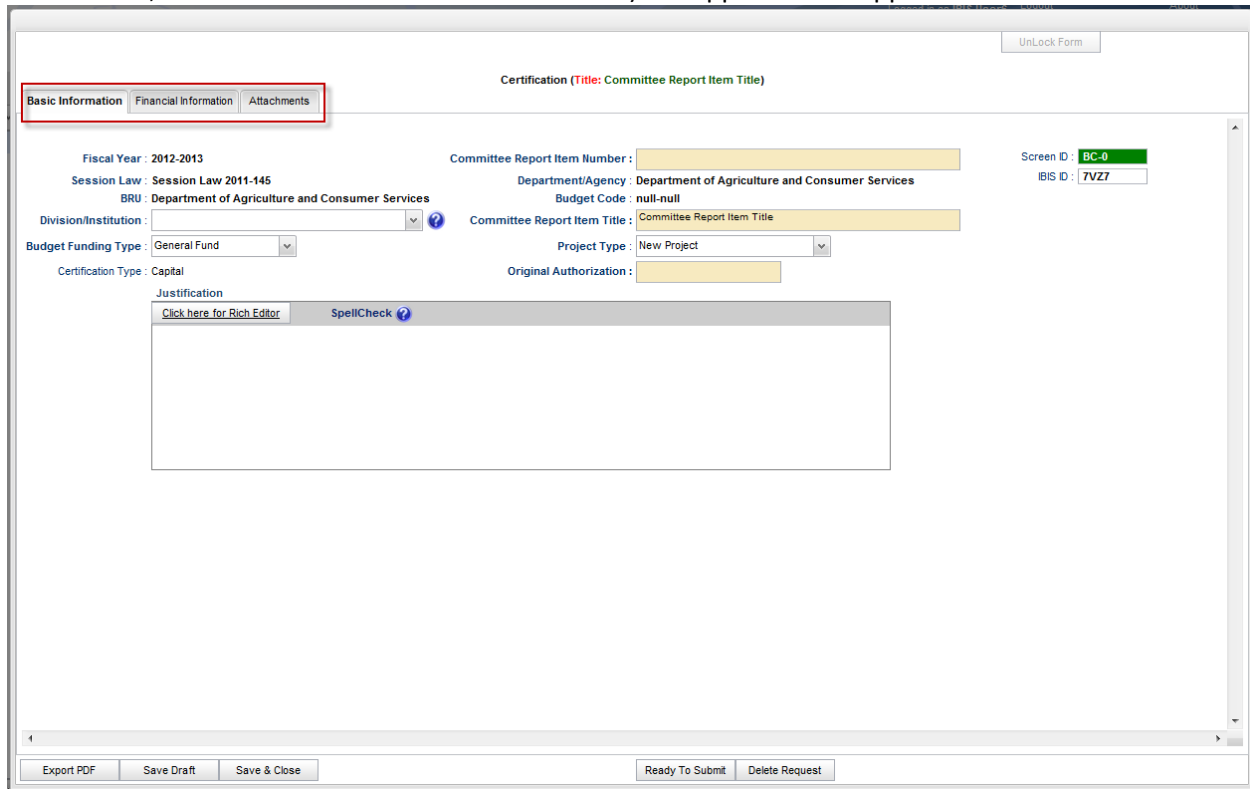
Committee Report Item Title : Committee Report Item Title

Budget Funding Type : General Fund

Project Type : New Project

Cancel Proceed

After clicking Proceed, you will see a Capital Certification form open. Note: The form's three tabs (Basic Information, Financial Information and Attachments) will appear in the upper left corner of the screen.



The screenshot shows a web application window titled "Certification (Title: Committee Report Item Title)". In the top right corner, there is a "UnLock Form" button. Below the title bar, there are three tabs: "Basic Information", "Financial Information", and "Attachments". The "Basic Information" tab is currently selected and highlighted with a red border. The form contains several fields and sections:

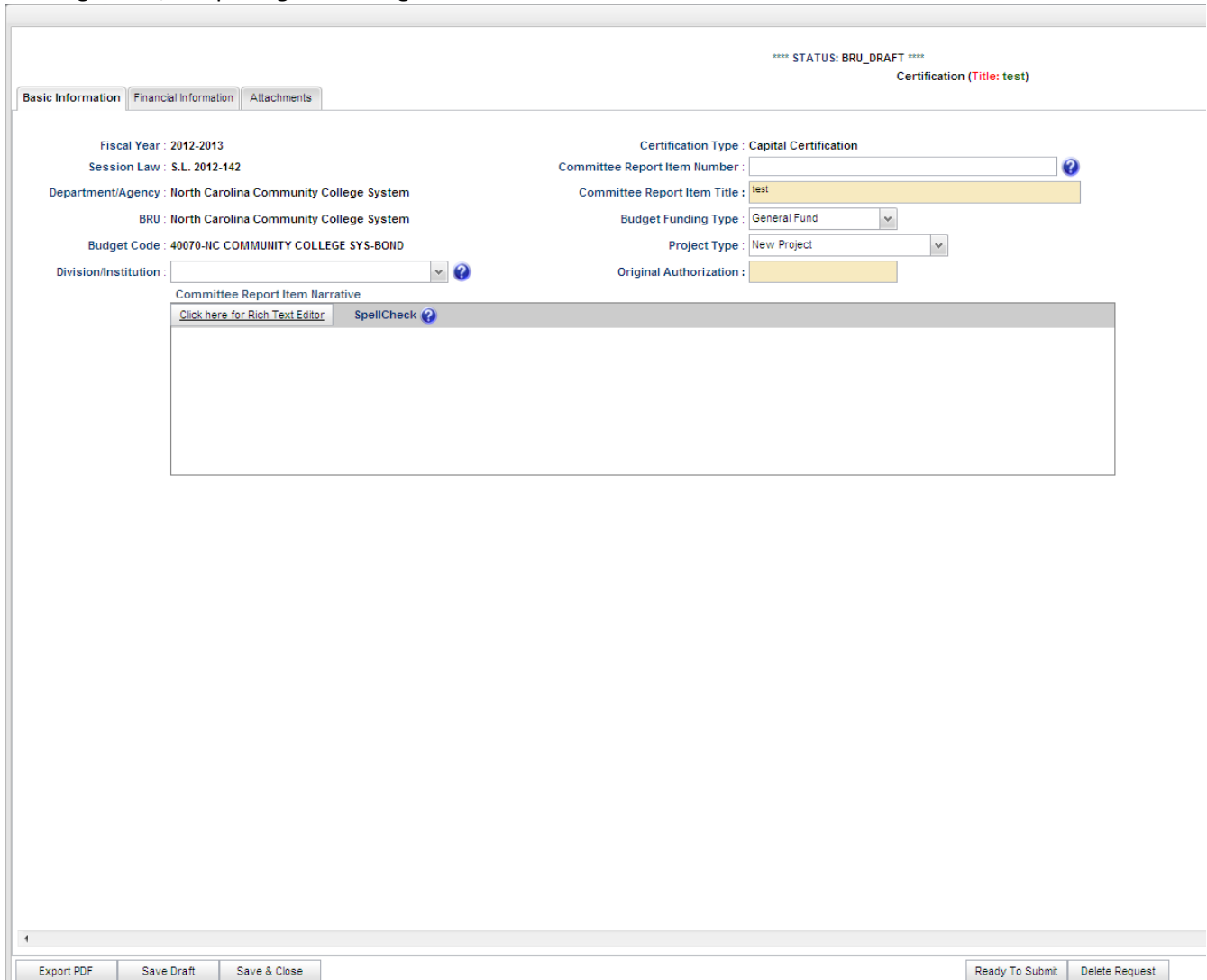
- Fiscal Year:** 2012-2013
- Session Law:** Session Law 2011-145
- BRU:** Department of Agriculture and Consumer Services
- Division/Institution:** (Dropdown menu)
- Budget Funding Type:** General Fund (Dropdown menu)
- Certification Type:** Capital
- Committee Report Item Number:** (Text field)
- Department/Agency:** Department of Agriculture and Consumer Services
- Budget Code:** null-null
- Committee Report Item Title:** (Text field)
- Project Type:** New Project (Dropdown menu)
- Original Authorization:** (Text field)
- Screen ID:** BC-0 (Green status box)
- IBIS ID:** TVZT (Text field)
- Justification:** (Large text area)
 - Buttons: "Click here for Rich Editor" and "SpellCheck" (with a question mark icon)

At the bottom of the form, there are buttons for "Export PDF", "Save Draft", "Save & Close", "Ready To Submit", and "Delete Request".

This user guide will only address the first two tabs. The Attachments tab is addressed in a different user guide that is available on the [IBIS website](#).

Basic Information

When the form opens, the Basic Information screen comes to the forefront. It is the default position when creating a new, or opening an existing form.



**** STATUS: BRU_DRAFT ****

Certification (Title: test)

Basic Information | Financial Information | Attachments

Fiscal Year : 2012-2013
 Session Law : S.L. 2012-142
 Department/Agency : North Carolina Community College System
 BRU : North Carolina Community College System
 Budget Code : 40070-NC COMMUNITY COLLEGE SYS-BOND
 Division/Institution : ?

Certification Type : Capital Certification
 Committee Report Item Number : ?
 Committee Report Item Title : test
 Budget Funding Type : General Fund
 Project Type : New Project
 Original Authorization :

Committee Report Item Narrative
[Click here for Rich Text Editor](#) [SpellCheck](#) ?

Export PDF | Save Draft | Save & Close | Ready To Submit | Delete Request

Verify the information displayed in the following fields:

Fiscal Year: The form will show the Fiscal Year selected in the initiation window

Session Law: The form will show the Session Law reference selected in the initiation window

Department/Agency: The Department/Agency that is associated with your IBIS ID

BRU: The BRU associated with your IBIS ID and selected in the initiation window

Budget Code: The Budget Code selected in the initiation window.

Division/Institution: This field is required by IBIS users from DENR, DHHS and DPS, and the dropdown list will be populated accordingly for those users. All others may leave this field blank.

Certification Type: Displays the word Capital Certification

Committee Report Item Number: Fill in the appropriate Committee Report Item number

Committee Report Item Title: The Committee Report Item title entered in the initiation window – this may be changed at this time

Budget Funding Type: Displays the answer selected in the initiation window – this may be changed at this time

Project Type: Displays the answer selected in the initiation window – this may be changed at this time

Original Authorization: If new project is selected, the original authorization field will be present. Fill in the Original Authorization amount associated with the Capital project. Note that the original allocation must equal the total requirements entered on the form.

Click in the Committee Report Item Narrative field and either click on the underscored link to the Rich Text Editor where it says “Click here for Rich Text Editor” or click directly in the box to enter text.

Committee Report Item Narrative

Click here for Rich Text Editor
SpellCheck ?



UnLock Form

Certification (Title: Committee Report Item Title)

Basic InformationFinancial InformationAttachments

Fiscal Year : 2012-2013
Session Law : Session Law 2011-145
BRU : Department of Agriculture and Consumer Services
Division/Institution :
Budget Funding Type : General Fund
Certification Type : Capital

Justification
[Click here for Rich Editor](#)

Committee Report Item Number :
Department/Agency : Department of Agriculture and Consumer Services
Budget Code : null,null

Screen ID : BC-0
BIS ID : TVZ7

OSBM Narrative

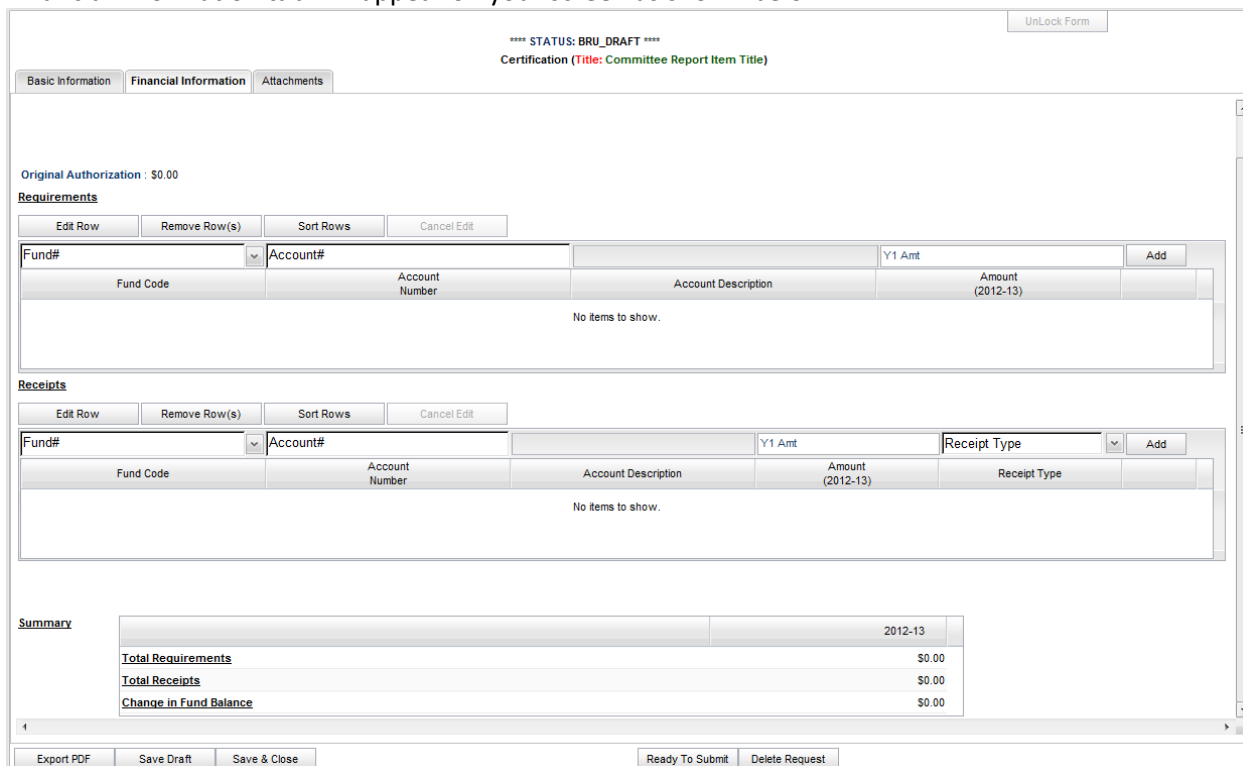
B I ABC | ||| x' x_ | ↺ ↻ ⌂ 📁 🔍 ↶ ↷

Done

Export PDFSave DraftSave & CloseReady To SubmitDelete Request

Page 14

Click on the Financial Information tab at the top of the form to continue filling out the form. When clicked, the Financial Information tab will appear on your screen as shown below.



**** STATUS: BRU_DRAFT ****
Certification (Title: Committee Report Item Title)

Basic Information Financial Information Attachments

Original Authorization : \$0.00

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	Account#	Account Description	Y1 Amt	Amount (2012-13)
No items to show.				

Receipts

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	Account#	Account Description	Y1 Amt	Receipt Type
No items to show.				

Summary

	2012-13
Total Requirements	\$0.00
Total Receipts	\$0.00
Change in Fund Balance	\$0.00

Export PDF Save Draft Save & Close Ready To Submit Delete Request

Inserting rows in the Requirements and Receipts sections of the Financial Information form works in the same fashion so this document will only describe the Requirements functionality in detail.

In the Requirements section, there are four buttons that appear first: Edit Row, Remove Row(s), Sort Rows and Cancel Edit. These functions are only utilized when rows have been entered into the form, so we will first look at data entry, then return to these buttons to examine their functionality.

To add a row of data that spells out a requirement of this Certification form, focus on the data entry row directly below the buttons mentioned above.



Original Authorization : \$0.00

Requirements

Edit Row Remove Row(s) Sort Rows Cancel Edit

Fund#	Account#	Account Description	Y1 Amt	Amount (2012-13)

Add

The fields in this row are editable, and when the end of the row is reached, the Add button will save this data so that another row can be entered.

The Fund field contains a dropdown list that displays Fund codes available to the agency/BRU.

Edit Row		Remove Row(s)		Sort Ro	
		Account#			
4G07	PEANUT BELT RES.STAT				
4H01	DAVIS AREANA RENOVATIONS				
4H02	CONSTABLE LAB ROOF				
4H03	RALEIGH FARMER MKT ROOF				
4H04	MOTOR FUEL LAB ROOF				
4H05	VET LAB CRITICAL REPAIR				
4H06	BALLENTINE SECURITY				
4H07	PEANUT BELT RES STAT				
4H08	OLD HEALTH LAB HVAC				

Select the Fund from the list that is appropriate for the Certification form you are creating. The selected Fund will populate the field and the dropdown list will disappear. You may also type the account and bypass the dropdown feature.

4H03	
------	--

The Account field will provide a list of appropriate Accounts when you enter the first 3 digits of an account code.

537	
537100	AGENCY RESERVES
537101	AGENCY RESERVES
537102	TB AND GLANDERS
537103	RES-GYPSY MOTH
537104	RES-AGRONOMIC LAB
537105	RES-AG CTR-STALL BLDG
537106	RES-WFM-WINTERIZE BLDGS
537107	RES-HEADHOUSE/GREENHOUSE
537108	RES-BIOLOGICAL CONTRL FAC
537109	RES-MYCOTOXIN TESTING
537110	RES-SHEEP DEMNSTRATN PR
537111	RES FOR FOREST MANAGEMENT
537112	RES-VET SERVICES COMP SYS
537113	RES-NE AGRIC CENTER
537114	RES-WNC AGRIC CTR 4305

By selecting or typing the account number, the associated account description will populate the adjacent field as shown below.

537153	SOIL & WATER T
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The next field in the Add/Edit Row area is Year 1 Amt. Enter amount required in the Y1 Amt field. The number will reformat to dollars when you click Add to finish the row entry. Amounts may be entered as either positive or negative amounts.

Y1 Amt

When you have completed the new row, click on the Add button. The row will move down to the grid below, and the majority of the Add/Edit row will clear.

Add

Add as many rows of requirements as appropriate to complete the Certification form. Once the first row is added, the Fund Center code will pre-populate with the choice made when entering that first row to help quicken the entry of subsequent rows. If this value is not appropriate for subsequent row(s), it can be overwritten.

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit
4H03	Account#	Y1 Amt	Add
Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

The Add/Edit Row(s) functionality for Receipts is identical to the Requirements functionality and therefore each step will not be replicated here.

Receipts

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit	
Fund#	Account#	Y1 Amt	Receipt Type	
Add				
Fund Code	Account Number	Account Description	Amount (2012-13)	Receipt Type
No items to show.				

Add as many rows of receipts as appropriate to complete the Certification form.

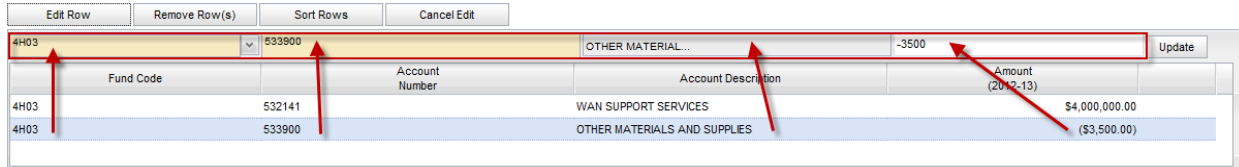
To edit a row that has been entered (in either Requirements or Receipts), click on a row to highlight it.

Requirements

Edit Row	Remove Row(s)	Sort Rows	Cancel Edit
4H03	Account#	Y1 Amt	Add
Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

Click on the Edit Row button, and the data in the selected row will populate the Edit/Add row line at the top of the grid.

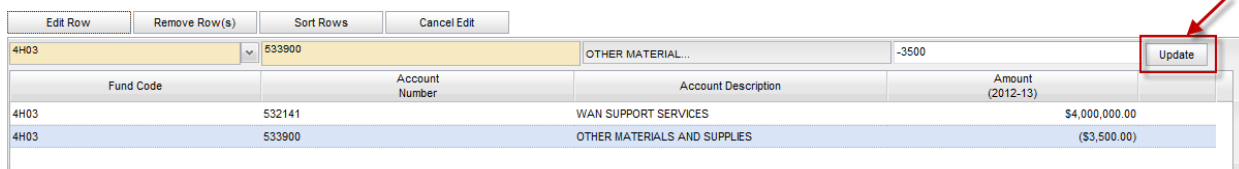
Requirements



Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	533900	OTHER MATERIAL...	-3500
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

When a row has been selected for edit, you may change any of the data previously entered. To save changes you must click on the Update Button at the end of the row.

Requirements

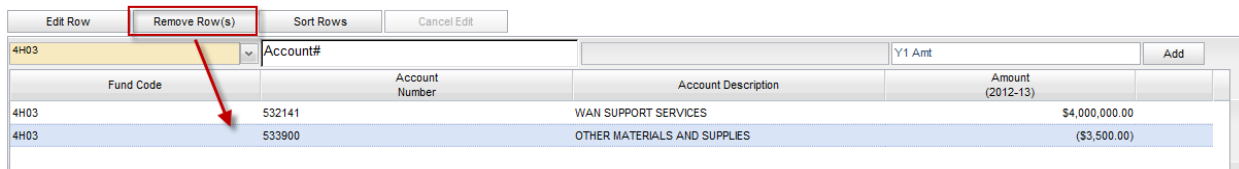


Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	533900	OTHER MATERIAL...	-3500
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

Once Update has been clicked, the add/update row will clear (except for the Fund Code field) and the updated data will show in the grid below.

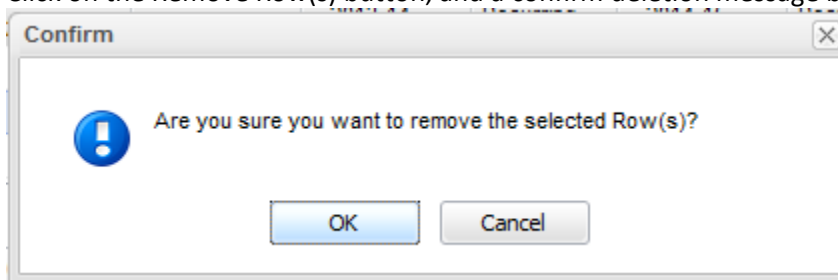
To delete a row that has been entered, click on a row to highlight it

Requirements



Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	533900	OTHER MATERIAL...	-3500
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

Click on the Remove Row(s) button, and a confirm deletion message box will appear.



Confirm

Are you sure you want to remove the selected Row(s)?

OK Cancel

To cancel the deletion, click the Cancel button. To complete the deletion, click the OK button.

To Sort the rows that you have entered, click the Sort Rows button.

Requirements

Edit Row Remove Row(s) **Sort Rows** Cancel Edit

Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

The rows will sort in Fund Code, Account Number order, ascending. Click a second time and they will re-sort in descending order.

If a row has been selected for edit, by highlighting and clicking the Edit Row, but then no edit is necessary, click the Cancel Edit to clear the Add/Edit row and to return the selected row to the grid, unchanged.

Requirements

Edit Row Remove Row(s) Sort Rows **Cancel Edit**

Fund Code	Account Number	Account Description	Amount (2012-13)
4H03	533900	OTHER MATERIAL...	-3500
4H03	532141	WAN SUPPORT SERVICES	\$4,000,000.00
4H03	533900	OTHER MATERIALS AND SUPPLIES	(\$3,500.00)

When Requirements and/or Receipts entries are entered into the Certification form, the data populates the Summary table at the bottom of the Budget Detail tab. The Summary table will add all Requirements entered in this form and display them. The Summary table will also add any Receipts entered in this form and display them as a separate line. The Change in Fund Balance row will then calculate Requirements minus Receipts and display that amount.

Summary

	2012-13
Total Requirements	\$3,996,500.00
Total Receipts	\$25,000.00
Change in Fund Balance	(\$3,971,500.00)

The final tab on the Capital Certification form is the Attachments tab. This is standard functionality within IBIS and it is covered in the "Attachments/References" training document located on the [IBIS website](#).

At the bottom of the Certification form there are form action buttons that are available while working on every tab in the form. The buttons are: Export PDF, Save Draft, Save & Close, Ready to Submit and Delete Request. Usage of these buttons is standard within the IBIS application and their functionality is covered in the "Standard Form buttons" training document located on the [IBIS website](#).